

Tempe Fire Department Policies and Procedures
Pre-Fire Planning
505.00
Rev 11-08-05

PURPOSE

To establish standard guidelines for indexing, updating, drawing, printing, filing and distributing pre-fire plans.

Scope

Pre-fire planning is a vital component of an efficient and safe fire ground operation. It is critical that pre-fire plan drawings are done uniformly, neatly and accurately. Additionally, all pre-fire plans should be periodically updated, indexed and accounted for in an Information Management System with master copies readily available for distribution. Standard methods of assembly and location of pre-fire plans is also essential to the uniform application of the end users ability to use pre-fire plans successfully.

PROCEDURES

- The officer in charge in each Management District is ultimately responsible in determining the necessity of any pre-fire plans of occupancies in his/her Management District.
- Any officer on the fire department may request a pre-fire plan be done with the officer in charge of any Management District. The joint decision on whether to complete a pre-fire plan should be decided by the officer in charge of the Management District and the District Manager of that Management District.
- Chief Officers, at their discretion, may also assign pre-fire plans that they feel are essential to safe fire ground operations. The assignment of pre-fire plans may be done through the Fire Prevention Liaison along with regular Quarterly Inspection assignments.
- All pre-fire plans shall be done on letter size paper to facilitate loading in MCT's.
- All pre-fire plans shall be done on a designated standard Pre-Plan Template prepared by the mapper/designer.
- All pre-fire plans shall account for the Tactical Priorities Information that is applicable to the occupancy being pre-planned and be included on the pre-plan cover sheet.
- An updated master file shall be kept of all pre-fire plans in each Information Management System.
- The Fire Prevention Office will be the location of the Pre-Fire Plan Facilitator for pre-fire plans.
- Updated copies of all pre-fire plans shall be kept in the Fire Prevention Office and be available for distribution upon request. All requests for pre-fire plans shall be made to the Fire Inspector assigned to be the pre-fire plan facilitator.
- Pre-fire plans shall be kept in a notebook type binder and a master index of all pre-fire plans shall be kept in the front of the book. Additional indexes, alphabetically by name and address, shall be kept at the front of each numbered map section tab.

Pre-Fire Plan Flow

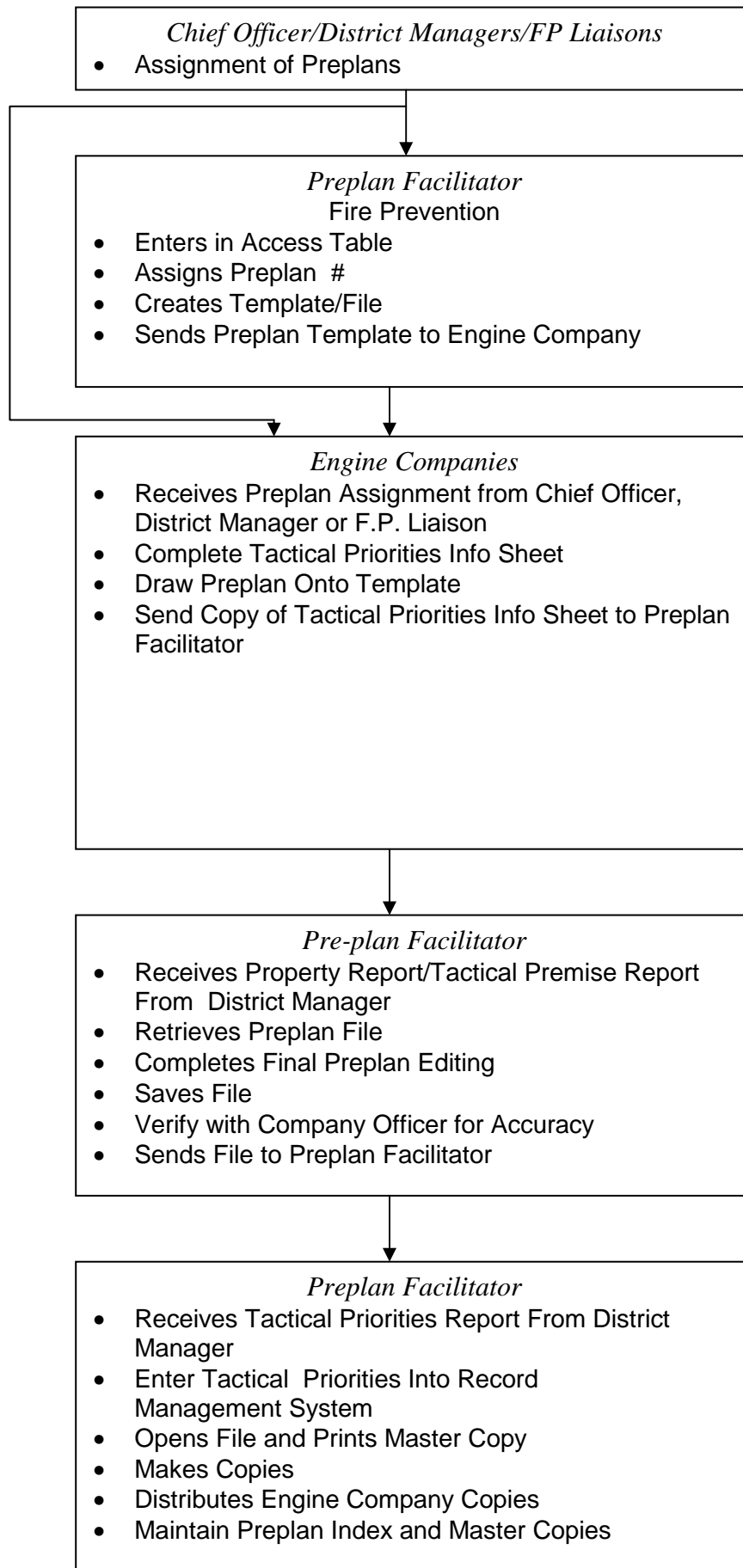
- Assignment of pre-fire plans by District Managers, Management District Officers, and/or Fire Prevention Liaisons shall be made to the officer in charge of the appropriate management district and the Pre-Fire Plan Facilitator.
- The Pre-fire Plan Facilitator enters assignments in the Information Management System and a pre-fire plan number shall be assigned. Pre-fire plan numbers shall be assigned first by the appropriate map section, secondly by the direction, and then by the next unused two digit number available for use. Example, 14 S 08, this would mean that map section 14, south section, pre-fire plan 08.
- The Pre-plan Facilitator shall forward a completed Tactical Pre-plan Sketch template to the appropriate company officer.
- The company officer receiving the template in the Information Management System shall use this template to create a pre-fire plan that satisfies the need to represent the occupancy and all essential information relative to good pre-fire planning.

- Once the pre-fire plan has been completed by the company officer and returned to the Pre-plan Facilitator it shall be saved in the Information Management System, the Mapper/Designer shall be notified that it is available to be drawn, proofed and edited.
- The Mapper/Designer shall enter all Tactical Premise information into the Information Management System and make any necessary adjustments to the pre-fire plan drawing.
- Once the Mapper/Designer has completed the pre-fire plan he/she will forward a copy to the Pre-plan Facilitator for review. After review, it should be sent out for a field check to verify all the information. Once returned, the pre-plan shall be returned to the Mapper/Designer for either further editing or finalization.
- After final editing the Mapper/Designer shall print out a hard copy of the pre-fire plan and keep a copy at that location. An additional copy of the pre-fire plan shall be forwarded to the Fire Prevention Facilitator.
- The Fire Prevention Facilitator shall make sufficient copies of all pre-fire plans to keep on file and distribute to all companies.
- Updating of all pre-fire plans shall be recorded in all Information Management Systems and updating of all indexes shall be distributed with each new pre-fire plan distribution.
- Final pre-plans shall be entered in the Phoenix CAD system for use on all MCT's.
- See flow chart attachment.









Standard Pre-Fire Plan Symbols

- **All Pre-Fire Plan Symbols shall be those located on the Information Management System pre-plan menu. See current symbol attachment.**

Preplan Flowchart



Standard Pre-Plan Symbols
All Below Are Currently Used Symbols

	Electrical connection to building
	Gas connection to building
	Sprinkler Connection
	Combo Wet Sprinkler/Standpipe
	Standpipe: Discharge
	Standpipe: Intake
	OS&Y / Sprinkler shut off
	Area sprinklered
	Area <u>not</u> sprinklered
	Roll Up Doors
	Stairways
	Elevators
	Firewall
	Hydrants
	Knox Box
	Knox Switch
	Fences
	Gates
	Locked Gates
	Block Walls
	Fire Dept. Access
	Fire Control Panel
	Opticom Gate
	Tank
	Basement